**AIS 1203**

**Academic Inquiry and Scholarship**

**The Basics**

Fall 2018

Days/Times: Tuesdays and Thursdays, 2:30-3:45 pm

Location: MH 3.04.08

**Catalog Course Description**

Academic Inquiry and Scholarship is designed to orient first-year college students to the fields of study within an academic pathway. This course develops skills in critical thinking, communication, social responsibility, and leadership. This course also provides an opportunity for students to better understand the core values, cultures, and assumptions within fields of study through involvement in a signature experience within the social sciences. This course is required to fulfill the Core Curriculum First Year Experience requirement.

**Course Learning Outcomes**

When you finish this course, you will be able to:

* Identify strategies and resources that lead to student success in college.
* Critically evaluate scholarly material in the social sciences.
* Explore career options in the social sciences.
* Identify current social problems that affect college students.
* Synthesize and present information to an academic audience.

This first-year course contributes to the following state-required core objectives: Critical thinking, communication (visual and oral), and social responsibility.

**What We’ll Do**

Welcome to UTSA! I’m excited to be your guide as you start this new phase of your life. My goal is to help you learn (or refresh) what you need to know to be successful on this journey toward your college degree. In this course, I will help you answer these six questions:

* Why am I here?
* What is the purpose of higher education?
* What do I need to do and learn to be successful in college?
* What resources do I have?
* How do we learn and know stuff?
* What are social problems and how do they affect me?

Because I recognize we all have different interests, abilities, and ways of learning, this course will give you some autonomy to learn your own way.

**What You’ll Need**

1. **Book: *What the Best College Students Do***, by Ken Bain, 2012, Belknap Press (an imprint of Harvard University Press). **ISBN-10:** 0674066642; **ISBN-13:** 978-0674066649. Available through numerous book sellers in electronic format and hard copy for less than $20, new and used.
2. **Book: *Social Problems: Continuity and Change***, 2015. University of Minnesota. Available free online at <http://open.lib.umn.edu/socialproblems/>.
3. **Notebook** for writing your thoughts, dreams, expectations, and ramblings each week. Some of this writing will be done in class and some will be done on your own, so bring the notebook to every class. This reflective journal will be spot-checked periodically throughout the course as part of your final grade. Consider a notebook with pockets so you can add additional items.
4. **Laptop, tablet or other mobile device with Wi-Fi capability** to use in the classroom. Laptops can be checked out at the library front desk on a first-come, first-served basis.
5. **Access to Microsoft Word, Excel, and PowerPoint**. Office 365 (which includes these programs) is free on your myUTSA.edu account.
6. All other required materials will be provided electronically and free of charge.

**Your Support Team**

**Instructor: Dr. Shelley Howell**

Phone: 210-458-6778 (office) or 720-525-3568 (cell)

Email: [shelley.howell@utsa.edu](mailto:shelley.howell@utsa.edu)

Web site: drshelleyhowell.com

Social media: @drshelleyhowell

Office: John Peace Library (JPL) 4.03.18A (near the 4th floor Commons)

Office hours: Monday-Friday, 9 am-2:30 pm (call or text to make sure I’m available)

NOTE: I will return calls and reply to email within 24 hours in most cases. For a quick response, send a text.

**Teaching Assistant: TBA**

Phone:

Email:

Office hours:

**Peer Mentor: TBA**

Phone:

Email:

**Your Grade**

There are 7 items that contribute to your grade in this course.

* Attendance and Participation - 20%
* Reflective Journal - 10%
* Career Portfolio - 10%
* Peer Mentor Meetings - 10%
* FutureU Presentation - 20%
* Final Exam - 10%
* The other 20% - you choose!

All AIS courses use the following grading scale:

|  |  |
| --- | --- |
| Percentage | Grade |
| 90-100% | A |
| 80-89% | B |
| 70-79% | C |
| 60-69% | D |
| 59% and below | F |

**Graded Assignments**

**Attendance and Participation – 20% (200 Points)**

You will start the course with 200 attendance points. Regular attendance and participation is necessary for successful completion of this course and is, therefore, mandatory. It is important that you maintain the good habit of attending ALL of your classes. Attendance will be taken at each class meeting and it is your responsibility to ensure your attendance is correctly documented.

**Each absence will result in a 10-point deduction** in your grade. There are also three ways you can lose points for attendance even if you are present:

* If you are in class but not participating in the activities (i.e. you are doing homework for another course, have headphones on, or are not working with your group), I reserve the right to deduct credit for the session.
* If you are more than five minutes late, you may be counted absent and lose credit.
* You may also be marked absent and lose credit if you leave before class is finished.

It is also important for you to know that it is against the Student Code of Conduct to sign in for another student (see Scholastic Honesty).

Make sure you come to class prepared, read the assigned readings and complete any assignments in advance. You will not be able to participate fully in class activities if you have not read the assigned readings.

**Reflective Journal – 10% (100 points)**

You are required to write a reflective journal entry each week during this course. Prompts for your journal will be given in class. Some of the writing will be done in class and some will be done on your own. It is very important that you reflect on what you are learning about research, the social sciences, and most especially about yourself and why you are here at UTSA. Attending class and writing in your journal are the most important activities in this course. Make sure you do both.

**FutureU Presentation – 20% (200 points)**

In this course, you will work in pairs to create your own university. You get to decide what an ideal university will, should, or could look like in the future! This assignment has several parts, so make sure you meet each of the requirements to earn full credit. As a design team of two, you will:

1. Decide on basic information for your future university, such as its location, name, school colors, mascot, traditions, mission, degrees, programs and other factors.
2. Choose the courses required of all students such as general education/liberal arts requirements.
3. Choose the required courses for one specific degree program at your future university.
4. Determine how your future university will address social issues such as discrimination, free speech, mental health, drug and alcohol use, food insecurity, family involvement, special populations (e.g. veterans or first-generation students), laws affecting students (e.g. campus carry and immigration), student debt, and employment prospects.
5. Create a visually appealing way to present your team’s future university to the class. This can be through a video, a web site, a game, an e-book, an infographic, an interactive presentation, or any other means approved by me.

You are expected to be creative and think outside of your normally constructed paradigms. Be aware that you and your partner may not receive the same grade, depending on the level of effort and participation by each of you.

**Career Portfolio – 10% (100 points)**

As part of every AIS 1203 pathway, students are required to explore their chosen career by

completing the following activities. Detailed instructions for each element and grading rubrics can be found in Blackboard.

1. Complete the required **Sokanu Assessments** online at utsa.sokanu.com. Use the results as a basis for the rest of this assignment.
2. Complete the required **Career Exploration Exercises** found in Blackboard. You do not need to submit these exercises, but it is important that you complete them. They are for you to use when creating your reflection video, presentation, or paper.
3. Attend a **campus event** related to your major. This can be a career fair, lecture, concert, or other event as long as it is campus sponsored and relates to your major. Collect information at the event that will help with your career reflection.
4. **Choose two people** who are well known in your chosen career field. Follow them on social media and research as much as you can about their lives and backgrounds. You will use this information to complete your reflection.
5. Create a **reflection video, presentation, or paper** that answers a number of required questions regarding the above activities. Sample questions include:

* What were the results of your Sokanu assessments? Do you agree with the results? Why or why not?
* What campus event did you attend? Why? What did you learn at the event?
* Provide a brief overview of your chosen career field. What do professionals in this field do on a daily basis? What type of education is required for this career?
* Explain why you have chosen this field. Use the Sokanu assessment to guide your response. What personal qualities do you already have that will make you successful in this career field?
* Describe which knowledge, skills, and attitudes you will need to learn to be successful in this career field, based on your research. Use the career exploration exercises and the campus event you attended to guide your response. How will you learn these? Who and what in your life will act as your support system while you go through this process of learning?
* Describe the professional progression in this career field and at which level you will start. Why will you start at that level? What will you need to do to progress to a higher level?
* Describe what qualities a successful leader in this chosen field will have. Use the role models you have researched to guide your answer to this question. Why did you choose these two people to follow and learn more about? What do you admire most about these two people and why? How did they get to this level in their profession? What can you do now to start progressing toward leadership in this field?
* Post your final product to the link provided in Blackboard. If you create a presentation, you must include speaker’s notes or voice over. There is no minimum/maximum number of slides, minutes or words, but make sure you answer all of the above questions for full credit.

**Peer Mentor Meetings – 10% (100 points)**

You are required to meet with your peer mentor **three times** during the semester. You will earn 25 points for each meeting. If you make all three required meetings, you will earn a bonus 25 points.

The peer mentor is assigned to our course and is in class specifically to help you acclimate to the collegiate environment. The peer mentor will provide guidance during the first week of the course on setting up your one-on-one meetings. Please keep your appointments with your mentor and show up on time. Please be respectful of the peer mentor’s time and utilize the time with the peer mentor to learn more about UTSA and how you can be successful.

**The Other 20% (200 points)**

For the final 20% of your grade, you get to choose what you do and learn. There are **several badge opportunities** with the number of points you can earn listed with each badge. There is one required badge: the Intro Survey (worth 20 points). The rest is up to you! The specific instructions for each opportunity are listed in Blackboard. It is important to note that some badges have limits on the number of times you can earn credit for the same activity, so see Blackboard for complete instructions. You do not have to complete every badge, but you do want to do enough so that you earn the 200 points needed to complete your grade. Here’s a sample of your possible learning opportunities:

* **REQUIRED:** Complete the Intro Survey - 20 points
* Completing surveys or tutorials on learning styles, growth mIndset, critical thinking, plagiarism, credible resources, etc.
* Providing proof of voter registration
* Sharing a credible resource on a topic like metacognition, time management, study skills, growth mindset, creative expression, etc.
* Being the first group to present
* Posting publicly about something exciting you learned in this class or about yourself
* Retweeting something posted by a well-known leader in your career field
* Attending campus events related to your major
* Starting or responding in a blog about a topic in *What the Best College Students Do*
* Creating a photo essay
* Sharing tips for my future students on how to be successful in this class
* Summarizing an article on a topic like growth mindset, learning styles, stress management, etc.
* Completing the university’s anonymous end-of-course student evaluation
* Having perfect attendance
* Quizzes and activities that may be added throughout the course

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Assignment and Readings** |
| 1 | Introductions, What is AIS?, Syllabus Review | Intro Survey; Bain, ch. 1 |
| 2 | Getting to Know UTSA and How to Succeed | Bain, ch. 2-3 |
| 3 | History and Purpose of Higher Education | Bain, ch. 4; *Social Problems*, ch. 11 |
| 4 | Ways of Knowing and How We Learn | Bain, ch. 5-6 |
| 5 | Careers in the Social Sciences | Bain, ch. 7-8 |
| 6 | Research in the Social Sciences | *Social Problems*, ch. 1 |
| 7 | Guided Research in Social Problems | Career Portfolio |
| 8 | Guided Research in Social Problems |  |
| 9 | Group Presentations on Social Problems | Assigned readings from groups |
| 10 | Group Presentations on Social Problems | Assigned readings from groups |
| 11 | Group Presentations on Social Problems | Assigned readings from groups |
| 12 | Group Presentations on Social Problems | Assigned readings from groups |
| 13 | Group Presentations on Social Problems | Assigned readings from groups |
| 14 | Thanksgiving Break |  |
| 15 | FutureU Presentations | All badges complete |
| 16 | FutureU Presentations |  |
|  | Final exam, 12/13, 12:30-3:00 pm |  |

**Course Policies**

**Communication**

I will communicate with you exclusively through Blackboard and the email address you provide. Please check your email regularly to ensure you receive the most up-to-date announcements for this course.

**Preparation and Participation**

This course is designed to engage class members in a thoughtful, ongoing conversation about the nature of research and various academic cultures. You will earn points each class period for participation and attendance. Many of the class activities are based on readings and group work completed prior to and during class. It is, therefore, your responsibility to keep up with the readings and assignments and come to class ready to participate. I may deduct points if you are not prepared or not actively participating.

**Blackboard**

All of the documents you need for this course will be posted in Blackboard. It is your responsibility to check Blackboard on a regular basis throughout the semester. I will post important messages regarding assignments, schedules, and any changes to the syllabus through the Blackboard mailbox. These messages may require a response from you.

You must submit all of your assignments through Blackboard. To learn how to navigate Blackboard, you can view these tutorials: <https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>.

**Electronic Devices**

Laptops and/or tablets are encouraged in class. I will show you step-by-step how to complete various assignments and we will also have activities where your electronic devices will be very useful to you. (Remember, you can borrow a laptop from the library: <https://lib.utsa.edu/services/technology-lending>). Phones must be on silent or vibrate during class time. If you are using your device in a way that is distracting or not related to class, you will be asked to either put away the device or to leave class. Also, please do not sit in class with headphones or earbuds in your ears. This is very distracting and is considered to be unprofessional.

**Submission of Coursework**

All assignments are due Sunday at 11:59 pm unless otherwise noted. All assignments will be submitted online through the UTSA Blackboard course site for grading purposes unless otherwise noted. For a video tutorial, visit <https://www.youtube.com/watch?v=Cv1KOhABlBE&index=3&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>.

When submitting to Blackboard, assignments must be submitted on or before the specified due date and submitted to the location designated in the assignment description. Send all assignments as a Microsoft Word attachment and as one document (do not copy and paste your typed assignment into the assignment box). Make sure you save your assignment somewhere that you can easily retrieve it later (e.g. on a travel drive, your personal computer, email, etc.). If something goes wrong with your submission, you will want to be able to retrieve your assignment for resubmission.

Also, you will be surprised at how many assignments you will refer back to later in your college career. I suggest you save all of your assignments until well after you graduate. Some employers ask for examples of college work as part of the interview/selection process. Trust me, you won’t be sorry.

Be aware that Blackboard goes down occasionally for maintenance and you cannot get on the Blackboard system or send documents during those times. It is always a good idea to submit assignments early to account for times the Blackboard system might be down.

**Quality of Work**

All work must be of professional quality, neatly presented, grammatically correct, and free of spelling and punctuation errors (this does not include journal entries).

**Audio/Video Recording**

Feel free to record any lectures or presentations in my class.

**Religious Holidays**

If you have a religious holiday for which you need to miss class, just let me know in advance so we can ensure you don’t miss important information.

**Course Evaluation**

I use the feedback provided by my students in course evaluations to improve my teaching. Additionally, course evaluations are a strategy used by the university as one factor in evaluating an instructor’s effectiveness. As a faculty member, I encourage you to complete the course evaluation during the availability period later in the semester so that I can make improvements for my next group of students. You can also earn a badge by doing so.

**Classroom Conduct and Civility**

We will discuss ideas and topics in class that you may not agree with. It is also possible you will present ideas and topics in class that others will not agree with. It is vital that we respect the opinions of others and behave in a civilized manner during classroom discussions. To that end, be prepared to back up any opinion you may have with facts rather than emotions. This is a university where we encourage everyone to openly share their ideas and opinions without penalty or judgment, but learning should always be based on facts and research. It is possible to disagree without being disagreeable.

**Excused Absences**

Excused absences include personal illnesses, deaths in the family, religious holidays, and UTSA sponsored activities. For illnesses, you must provide documentation (physician’s statement/note, etc.) within 3 class meetings in order to be excused. Absences in observance of religious holidays are authorized only if you notify your instructor in writing (email or physical note) at least one week in advance. UTSA sponsored events require an original signed letter on UTSA letterhead from the faculty or staff sponsor.

**Make-up Exams**

Make-up exams will not be allowed unless previously approved by me.

**Late Work**

Late work is allowed for any assignment that is required to be posted to Blackboard. Points will be deducted at a rate of 5 percentage points per day, including weekends and holidays. If an assignment is not submitted, the grade will always be a 0. In-class assignments cannot be made up.

**Extra Credit**

There are no extra credit opportunities in this course, but there are opportunities to earn multiple badges that could result in more than 100% credit.

**Incompletes**

Course incompletes will be given only in extreme cases and only discussed during the last 4 weeks of the semester. If you feel you have extenuating circumstances that warrant an incomplete for the course, contact me.

**University Policies**

**Counseling Services**

Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Services include individual brief therapy for personal and educational concerns, couples/relationship counseling, and group therapy on topics such as college adaptation, relationship concerns, sexual orientation, depression and anxiety. Counseling Services also screens for possible learning disabilities and has limited psychiatric services. Visit Counseling Services at <http://utsa.edu/counsel/> or call (210) 458-4140 (Main Campus) or (210) 458-2930 (Downtown Campus).

**Student Code of Conduct and Scholastic Dishonesty**

The Student Code of Conduct is Section B of the Appendices in the Student Information Bulletin. Scholastic Dishonesty is listed in the Student Code of Conduct (Sec. B of the Appendices) under Sec. 203 <http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>

**Students with Disabilities**

The University of Texas at San Antonio in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students who have officially registered with Student Disability Services and requested accommodations for this course will be eligible for disability accommodations. Instructors at UTSA must be provided an official notification of accommodation through Student Disability Services. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.utsa.edu/disability](http://provost.utsa.edu/www.utsa.edu/disability) or by calling Student Disability Services at (210) 458-4157. Accommodations are not retroactive.

**Transitory/Minor Medical Issues**

In situations where a student experiences a transitory/minor medical condition (e.g. broken limb, acute illness, minor surgery) that impacts their ability to attend classes, access classes or perform tasks within the classroom over a limited period of time, the student should refer to the class attendance policy in their syllabus.

**Supplemental Instruction**

Supplemental Instruction offers student-led study groups using collaborative learning for historically difficult classes. Supported courses and schedules can be found on the [TRC website](http://utsa.edu/trcss/si/). You can call the SI office if you have questions or for more information at (210) 458-7251.

**Tutoring Services**

Tomás Rivera Center (TRC) may assist in building study skills and tutoring in course content. The TRC has several locations at the Main Campus and is also located at the Downtown Campus. For more information, visit the [Tutoring Services web page](https://www.utsa.edu/trcss/tutoring/) or call (210) 458-4694 on the Main Campus and (210) 458-2838 on the Downtown Campus.

**Learning Assistance**

The Tomas Rivera Center (TRC) Learning Assistance Program offers one-on-one study skills assistance through Academic Coaching. Students meet by appointment with a professional to develop more effective study strategies and techniques that can be used across courses. Group workshops are also offered each semester to help students defeat common academic challenges. Find out more information on the TRC Learning Assistance [website](http://www.utsa.edu/trcss/la/)or call (210) 458-4694.

**Copyright and Fair Use**

It is important to understand the issue of intellectual property rights. You may not use the images or thoughts of others for profit or gain without their written permission. For more information check the information at <https://lib.utsa.edu/about/library-policies/copyright-policy-public-performance-rights>.

**The Roadrunner Creed**

The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner, I will:

* Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;
* Respect and accept individual differences, recognizing the inherent dignity of each person;
* Contribute to campus life and the larger community through my active engagement; and
* Support   the   fearless   exploration   of   dreams   and   ideas   in   the advancement of ingenuity, creativity, and discovery.

*Guided by these principles now and forever, I am a Roadrunner!*

Link to Roadrunner’s Creed: <https://www.utsa.edu/studentlife/creed.html>

**The Fine Print**

This syllabus is provided for informational purposes regarding anticipated course content and schedule of courses. It is based on the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes necessary and/or appropriate and will make every effort to communicate any changes in a timely manner through email, Blackboard and in class. Students are responsible for staying up to date on any changes to the syllabus that may occur during the term of this course.